

CONTRACTOR'S PROGRESS, STATUS
AND
MANAGEMENT REPORT

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1. **Work Accomplished:**

September was a good month of hard work and adaptation to both many new policies as well as confirmation of old. The organization attended an offsite designed to stimulate camaraderie. Each Thrust Area was heavily engaged in year end management and funding activities.

Financial Analyst: Performing as a Financial Analyst during the month of September 2004, the following actions were completed by Ray Bartholomew. The following bullets (highlighted in blue text) reflect “new” information that has not been previously reported on a reoccurring basis.

- The volume of this month’s work mostly centered around 1 item...STAS (FRC) downloads for the upcoming FY 2005. Coordination and completion of the information continued through the month of September as higher ONR staff members are discussing information requirements. This has caused me to be more reactive vice proactive in getting the information completed. In completing the information this month, 141 FRCs (Funding Resource Codes) were established, which is a significant increase from last year’s end total of 57.
- Coordinated the consolidation of contract information for the Code 353 Director.
- Coordinated the establishment of a unique e-mail account (Code353FMCTr@ONR.NAVY.MIL), and conducted a successful test on September 29th.
- Per the request of Code 353 Operations, identified IT items that would assist Code 353 in the performance of their duties.
- Per the request of the Code 353 Director, coordinated classes for Code 353 concerning the new ONR Defense Travel System (DTS).
- Coordinated financial information/spreadsheets for the Code 353 Director's use during his FY 2005 Callback meetings.
- Provided a class to members of Code 353 (via VTC) with the purpose of providing an orientation/refresher training concerning aspects of financial management.
- Coordinated responses to several tasker assignments by ONR staff members.
 - Code 08 requesting information on BRAC – Data Call 2
 - Code 08 requesting updated Congressional information for the FMB.
 - Code 35 and the need to assist them with funding information that was briefed to the NSB (National Science Board).
 - Attended an orientation class presented by Code 08 addressing new procedures/web site for handling of Congressional Briefings. In conjunction with the briefing, forwarded tasker to select Program Officers so they could meet the new requirements/deadlines. Also assisted Mr. Jeff Bradel with the ownership change of a Congressional-funded effort.
 - In preparation for the ONR move into One Liberty Center next year, participated in an ONR HQ wide Clean-Out Day that was scheduled on 24 September
 - Within the arena of FY 2003 and FY 2004 Budget Execution:
 - Briefed Mr Paul Gido (AVCNR) on concerns he had after attending an ONR STMC meeting.
 - Prepared correspondence for the Code 353 Deputy Director addressing uncommitted and unobligated funds
 - Attended the inaugural Code 35 off-site. As a follow-up to the meeting, I was asked to prepare special reports from INRIS identifying PO/PI (Program Officer/Principal Investigator) information.
 - Code 35 and calculation of IDC (IPA, Detailee, Contractors) costs for FY 2005.
 - Code 353 Operations requesting contractor information for the purpose of seating in the new building.
- **The following has been previously reported on a reoccurring basis**
 - Processed Prompt Pay certificates for appropriate personnel.

- On a weekly basis, briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
- Distributed narrative updates for each specific FRC/area of responsibility around the first of each month which identifies areas that are possible "trouble spots" and may require action.
- Coordinated the dissemination of Code 35 data sheets.
- Screened message traffic and ensured financial information was distributed to appropriate Thrust Managers.
- Assisted the Code 353 Director and Program Officers with the preparation of Procurement Requests.
- Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
- Researched and responded to internal and external inquiries about Code 353's execution status by extracting information from INRIS, STARS, DISCOVERER, and COBRA.
- Continued the primary mission of updates to the three financial management tools ("DASHBOARD", "STORY", and "SPEND PLANS") for FY 2002, 2003, and 2004.

Executive Assistant: The Deputy Director and the Gryphon Team reviewed approximately 18 resumes of potential candidates for the position. The Team met 2 times. The field was narrowed to 4 strong candidates and ultimately a schedule was established for the conduct of interviews at the availability of the Director. Gryphon felt strongly that due to the nature of the close relationship the EA has in the performance of duty with the Director, the Director should be in consult with the recommended candidate Gryphon would provide. With the Director on travel, and the Division's one week away at the Federal Executive Institute, the process carried into October.

Project Engineer/Graphic and WEB Developer. As Project Engineer and Graphic and WEB Developer Charlene Mattson accomplished the following actions during September 2004, identified as follows:

Supervised a 3 day (7 Sept 04 – 10 Sept 04) Phase I installation of video and audio multiplexers at the Marine Corps Security Force (MCSF), Chesapeake facility in Virginia. Many, ground level still photographs of MCSF compound for outside modeling and texturing of the Synthetic Environment sub-Thrust area project. The model will be handed over to Sarnoff for integration with the LADAR indoor model.

Synthetic Environments update from Phase I: Real time Video Integration (video flashlight) Technology. Model of Shoot House 2nd-floor rooms and corridors is almost done. 1st floor model loaded into Flashlights. 3rd floor model is pending. Instabilities encountered during preliminary testing with multi-channel video capture hardware selected and motherboard revision corrected. Integration into digital server continued and performing as expected through preliminary week long tests.

Coordinated and setup for the 2004 Modern Day Marine (MDM) Expo (13 Sept 04 – 16 Sept 04) that was held at Marine Air Facility, Quantico MCB. I assisted in the development of the Code 353 Introduction Flash presentation that was first view at MDM. Of the third day I participated in the brake down of the display. For the display, I developed nine posters for Code 353 and the LC FNC and had them laminated. I converted and quick time video to mpeg3 and edited the length from seven minutes to a two minute clip and a forty five second clip.

Coordinated and participated in a telecom with Martin Bushika (PM TRASYS Orlando FL) and Ray Bartholomew to discuss the following financial plans:

- What the Financial Management Center and the HPT&E team needs to reflect accurate budget execution
- Definitions need to established and understood
- What reports are necessary and how to begin streamlining/coordinating these routine reports.

- Discuss and agree on a baseline that will assist everyone in the development of their reports. This will be covered in the Orientation briefing that will be conducted during the VTC.
- What are the sources that are being utilized in developing reports?

Project Engineer Logistics Thrust Area: During the month of September 2004, Mr. Lawson accomplished the following tasks in support of the Expeditionary Unit Water Purification (EUWP) program:

- The first week of September participated in Code 35 Offsite at the Federal Executive Institute.
- The second week commenced a thorough review of year end funding commencing with Dave Nordham and GEN II, and simultaneously reviewing the status of funding requirements for Dr Armistead as he was completing the awards of the remaining S&T Option year initiatives.
- Also, maintained close liaison with both Kristin Grehewick and Dr Melissa Flag (ONR Global) and assisted in coordinating attendance rosters/efforts, hotel reservations, and planning for the financial assistance of select participants (STEP) program. Arranged hotel and travel reservations for the International Workshop scheduled for the week of October 11, 2004.
- Conducted liaison with John Whittler, EPA, on a number of issues: Coordination for the December 2, 2004 Pt Hueneme, CA GEN I demonstration, the attendance list thereto, and Drew Downing's (TARDEC) newly appointed role to Chair of the Requirements IPT.
- Monitored and continued surveillance of the Invitee List, in support of EUWP International Workshop, scheduled for Oct 14 and 15, 2004 London, UK.
- Devoted constantly interrupted 3 days toward requisite filing of papers brought over in the move from BCT 1 to present office in BCT 3.
- The third week, engaged Bob Shalewitz, TARDEC, commencing a "fine tuned" analysis and review of his year end budget and spend plan. Significant support requirements commenced emerging: additional funding was required to support kicking the contract off for the GEN I – 2 efforts. TARDEC review of financial accounts got underway to assure required dollars were planned and available for the GEN I government inspection phase, the production requirements for the GEN 1 – 2 demonstrator, estimates for demonstrating the GEN I in Djibouti, the training plan for GEN I operators in December 2004 and who would attend, and the Demonstration IPT support plan funding requirements.
- Made decision to initiate process to move funding from GEN II (NAVSEA) through ONR to TARDEC for requisite support they would provide to NAVSEA commencing during the US Government testing of the GEN I Demonstrator starting in November and finishing early January, and for technical analysis and services in support of the GEN II design and engineering the "transportability" requirement of the GEN II. Drafted and "walked" through the PR.
- Simultaneously, wrote and processed a PR supporting TARDEC's requirement to fund the GEN 1-2, the initial labor costs for NFESC support costs commencing 1 October along with TARDEC personnel.
- Assisted Dr Armistead with Action Item List in preparation for the London Workshop. Conference called with Bureau of Rec personnel, and so on.
- Participated in Demonstration IPT's telephone IPR identifying current work and remaining action item list.
- Conducted telephone interviews with 4 candidates the EA position for Code 353.
- Coordinated with Tim Henkle potential congressional involvement in planned activities pending for the EUWP program schedule.
- Commenced actions for the acquisition of a Display Unit for use in support of EUWP activities starting with London Workshop.

3. Any significant changes to the contractor's organization or method of operation to the project management network:

None

4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

None

5. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

None

6. Any trips and significant results:

Name of Traveler	Point of Origin	Destination	Dates	Mode of travel
Mattson, Charlene	Washington DC	Chesapeake VA	9/07-9/10/2004	car
Lawson, Lon	Stafford VA	Charlottesville, VA	9/07-10/04	Rental car

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- A. Completion of hiring a replacement Executive Assistant.
- B. International Workshop – London UK
- C. Hire new WEB/Graphics person
- D. Prepare and submit new Fiscal Year PRs